



SafeLink Alberta is an organization delivering services throughout Southern Alberta. As a non-profit organization, we work to reduce the harms associated with sexual activity and substance use. We serve and advocate for priority populations by offering low-barrier, non-judgemental, and informed programs and services. We offer a fun and energetic environment that provide opportunities for you to utilize your talents and develop new skills.

Manager, Education

At SafeLink Alberta, we have a clear vision: to be the place where a diverse mix of talented people want to come, stay and do their best work. SafeLink Alberta's dedication to promoting diversity, multiculturalism, and inclusion is clearly reflected in all that we do. Diversity is more than a commitment at SafeLink Alberta - it is the foundation of what we do. We are fully focused on equality and believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, national origin, and any other difference that makes us all unique.

Reporting to the Director, Programs, the Manager, Education will be responsible for research, knowledge translation, supervision, and coordination of the Education team and overseeing education and knowledge translation across the organization. The Manager will be a member of the Leadership Team and works collaboratively with other SafeLink Alberta programs and community stakeholders to reduce the stigma and discrimination related to HIV, Hepatitis C, STBBI's, substance use, sex work, and harm reduction and to implement systemic change and capacity building initiatives through a community development framework.

This position is a full-time position (35 hours per week), based out of the SafeLink Alberta operational site in Calgary, Alberta with a hybrid work from home option. Regular work hours are generally between Monday and Friday 8:00am to 4:00pm, however, a flexible schedule including day, evening, and weekend availability may be required.

Key Accountabilities

Leadership

- Recruit, train, and provide leadership and supervision to a team of educators, including people with lived and living experience.
- Ensure team members' key accountabilities are evaluated and renewed on an annual basis at minimum.
- Identify and coordinate the ongoing professional development needs of all team members.
- Coordinate ongoing monitoring and support of program budgets, staff and program needs, the work environment, and relevant risks to ensure appropriate resources are in place. Support budgeting and financial accountability requirements as needed.
- Continuously develop and strengthen program policies, standards, and protocols and ensure they remain up to date and relevant.
- Support the planning and implementation of the strategic direction and priorities of the organization.
- Work in collaboration with the leadership team, including participation in meetings and events.
- Actively engage in ongoing capacity building and leadership development opportunities.

Program Delivery

- Develop, implement, monitor, and evaluate programming elements for the Education department.
- Monitor regional, national, and international advocacy work in effort to remain current on issues related to HIV, HCV, other STBBI's, sex work, substance use, and harm reduction. Align with emerging evidence and best practices, resource accordingly.
- Ensure mechanisms are in place for regular stakeholder engagement and for evaluation of the effectiveness and appropriateness of services. Include feedback channels for client facing staff, clients, people with lived and living experience, and community partners.
- Work collaboratively with community members with lived and living experience and advisory committee members in the development, delivery, and evaluation of Education content to ensure ongoing relevance.
- Deliver education content (trainings, webinars, workshops, and other knowledge translation opportunities) virtually and in person on various topics relating to HIV, HCV, and other STBBI's, sex work, substance use, and harm reduction to service providers, the general public, and members of key populations.
- Ensure consistency in both the content and delivery of educational programming across all SafeLink Alberta locations and across the service area.

- Develop and maintain relationships with health and social service partners to ensure coordination of care across and within systems. Develop and maintain a network of service providers and referral pathways to meet individualized client needs.
- Work in partnership with other SafeLink Alberta teams and departments to increase collaboration, standardize care across the organization, and realize collective goals.

Program Evaluation and Reporting

- Support the continuous development, implementation, evaluation, and improvement of SafeLink Alberta programs.
- Ensure incorporation of evidence based and promising practices into service delivery.
- Continuously monitor, evaluate, and improve current data collection processes.
- In collaboration with the Director of Programs, Manager of Impact and Evaluations, and Education program staff, compile qualitative and quantitative statistics and reports throughout the year to meet internal and external requirements.

Qualifications/Key Competencies

- Degree in a related field with two (2) years of experience in the development and delivery of psychoeducational groups and workshops
- Two to five years of experience in program and staff supervision
- Proven proficiency in public speaking and presentation of educational trainings and workshops
- Strong administrative skills with demonstrated attention to detail, accuracy, and quality control.
- Demonstrated knowledge of program planning and development, including evaluation frameworks (Theory of Change, Logic Models, Performance Measurements, etc.).
- Experience in the community social services sector with a demonstrated knowledge of community-based programs and services.
- Foundational knowledge of the health and social issues addressed through SafeLink Alberta programming e.g., social determinants of health, harm reduction, sex-work, STBBIs, substance use, priority populations.
- Foundational knowledge of and orientation to intersectionality, trauma-informed care, and anti-oppressive practice frameworks.
- Demonstrated cultural awareness and responsiveness in working across diverse populations.
- Demonstrated knowledge and experience in working within the principles of community development, adult learning, and program development.
- Proven ability to develop, plan and lead educational and community building workshops and groups.
- Good working knowledge of local service providers and community resources
- Thorough knowledge of HIV, HCV, harm reduction, substance use/addictions, sex work and related issues.
- High ethical standards and professionalism with a demonstrated ability to maintain confidentiality.
- Proven ability to plan, organize and prioritize competing tasks and timelines.
- Demonstrated analytical and critical thinking skills with the ability to problem solve.
- Current MANDT certification, Suicide Intervention (ASIST) and First Aid/CPR certifications preferred.
- Provision of a criminal security check with vulnerable sector search.
- A valid driver's license and reliable vehicle is a requirement for this position, and proof of vehicle registration and \$2 million liability insurance.

Compensation

The salary range for this position is \$64,545 - \$74,736, based on years of experience and education credentials.

Application Details

We especially encourage applications from communities that are under-represented among our staff, such as people living with HIV, visible minorities, those with lived/living experience, and persons with culturally diverse backgrounds. We value your lived experience, and we encourage you to self-identify in your application should you feel comfortable doing so.

This position will remain open until a suitable candidate is found. Please send your cover letter, resume, and any other relevant material to support your application via email to human.resources@safelinkalberta.ca quoting job reference **SLA – 188**.

You must be available for in-person/online interviews. No phone calls please. We thank all applicants for their interest; however only those selected for an interview will be contacted.